

~~CONFIDENTIAL~~

~~FILED~~

Sanitized - Approved For Release : CIA-RDP70-00211R000100210049-3

C O P Y

~~REPORT TO~~
RECORDS SERVICES DIVISION

31 March 1954

MEMORANDUM FOR THE RECORD

SUBJECT: Records Storage Building

In a meeting this date with Messrs. [REDACTED] of Records 25X1A9a Management Division, the writer was informed that no provision is to be made for the inclusion of either dark rooms or IBM tabulating machine activities in the new building.

It was also pointed out by Mr. [REDACTED] that there would be a need 25X1A9a for some means of disposal (by destruction) of quantities of records. While the quantities involved are unpredictable at this time, Mr. [REDACTED] 25X1A9a indicated that ten percent of the total bulk is a standard adopted in other Government agencies, and that the surveying out normally takes place semi-annually. Assuming total capacity at 40,000 cubic feet, this would require disposal of 4,000 c.f. per annum. On a continuing basis, the destruction would be at the rate of approximately 15 c.f. per day.

[REDACTED] 25X1A9a

CLM/jm (2 April 1954)

~~CONFIDENTIAL~~

C O P Y

Sanitized - Approved For Release : CIA-RDP70-00211R000100210049-3